क्रमांक :- भाप्रसे-१५२४/प्र.क्र.१८६/२०२४/भाप्रसे-३
सामान्य प्रशासन विभाग,
मंत्रालय, मुंबई - ४०० ०३२
दिनांक :- ०७/०८/२०२४

केंद्र शासनाच्या कार्मिक, लोक तक्रारी व निवृत्तीवेतन मंत्रालय, कार्मिक व प्रशिक्षण विभाग, नवी दिल्ली यांचे दि.२३.०७.२०२४ चे ज्ञापन व दि.०५.०८.२०२४ चे पत्र माहितीसाठी व उचित कार्यवाहीसाठी अग्रेषित :-

अ.क्र.	क्रमांक	विषय
1	Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training (Trading Division) F.No.T-22012/8/2024-IST/IIPA Dated 23.07.2024	In-Service Training Program (Offline/Physical) and 3-5 day Online In-Service Training Programs calendar for the year 2024-25
2	Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training (Trading Division) F.No.T-22012/8/2024-IST/IIPA Dated 5.08.2024	One Week In-service Training Programmes for the year 2024-25 re-scheduling of the program

सदर पृष्ठांकन हे महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संगणक संकेतांक २०२४०८०७१६०११३०३०७ असा आहे. हे पृष्ठांकन डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

ABASAHEB
ATMARAM KAWALE

Digitally signed by ABASAHEB ATMARAM KAWALE
DN: c=IN, o=GOVERNMENT OF MAHARASHTRA, ou=GENERAL ADMINISTRATION DEPARTMENT, 2.5.4.20=dda6dce16e02931d0bcf354ed2558cab3130bb640d7b4ac92d50c0033f733019, postalCode=400032, st=Maharashtra, serialNumber=B6F74D9AF2E69AEA2F53DF24447EC816F3D101C430D5DA18001F48C333A60BBB, cn=ABASAHEB ATMARAM KAWALE
Date: 2024.08.07 16:16:58 +05'30'

(आबासाहेब आ.कवळे)
अवर सचिव, महाराष्ट्र शासन

प्रत - १) महाराष्ट्र संवर्गातील सर्व भाप्रसे अधिकारी
२) निवड नस्ती (का.भाप्रसे-३)

F.No. T-22012/8/2024-IST/IIPA
Government of India
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus,
New Mehrauli Road, New Delhi-67

Dated: July 23, 2024

(Uploaded on DoPT website for the information of All India Service (IAS, IPS & IFoS) Officers, Officers working under the Central Staffing Scheme in the Government of India and Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) (Officers of the level of DS/Sr. PPS and above)

OFFICE MEMORANDUM

Subject: In-Service Training Program (Offline/Physical) and 3-5 day Online In-Service Training Programs calendar for the year 2024-25

Department of Personnel and Training sponsors one week offline/physical and 3-5 day online In-Service Training Programs for All India Service (IAS, IPS & IFoS) Officers, Officers working under Central Staffing Scheme and Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) (Officers of the level of DS/Sr.PPS and above).

2. All AIS (IAS, IPS and IFoS) Officers with minimum 4 years of service as on April 1, 2024 (up to 2019 batch) and up to the rank of Secretary to the Government of India/Chief Secretary of State Governments and equivalent, Group 'A' Officers working under the Central Staffing Scheme in the Government of India and Officers of Central Secretariat Service and Central Secretariat Stenographers Service (Of the level of DS/Sr. PPS and above) are eligible to attend the aforesaid training programs.

3. The calendar for the In-Service Training Programs for 2024-25 has been finalized and uploaded on the website of this Department at **https://dopttrg.nic.in -- Circulars** and **https://igotkarmayogi.gov.in**. The calendar for programs from August 2024 onwards is also enclosed as Annexures-1. **It is informed that registration for In-Service Training shall be through iGOT-Karmayogi portal only**. All eligible Officers are required to enroll for In-Service Training Programs through https://igotkarmayogi.gov.in. **A step-by-step tutorial for enrolment on iGOT-Karmayogi portal is enclosed as Annexure – 2.**

4. All Ministries/Departments of the Government of India and State Governments/Union Territories are requested to give wide publicity of the same amongst the officers for facilitating the attendance of a large number of officers in these programs.

Encl: 1. IST Training Calendar (Offline/Physical mode) for the year 2024-25 and IST Training calendar (Online mode) for the year 2024-25 (Annexure-1)
2. General Guidelines for In-Service Training 2024-25 (Annexure – 2)

(Deshraj Yadav)
Under Secretary to the Government of India
Tel. 011-26194167

Annexure 1: IST Training Calendar (Offline/Physical mode) for the year 2024-25

S. No.	Name of the Institutes	Programme offered	Date of Programme
1.	Arun Jaitley National Institute of Financial Management, Faridabad	Infrastructure Financing	August 5, 2024 to August 9, 2024
2.	Administrative Staff College of India, Hyderabad	Land Acquisition, Resettlement & Rehabilitation: Avoiding costly mistakes	August 5, 2024 to August 9, 2024
3.	R.S. Tolia Uttarakhand Academy of Administration, Nainital	Sustainable Urbanization Solution in Mountainous Regions: The Way Forward	September 2, 2024 to September 6, 2024
4.	National Institute of Public Finance and Policy, New Delhi	Fiscal Policy: Governance, Financing, and Management of Public Goods & Services	September 9, 2024 to September 13, 2024
5.	Indian Institute for Human Settlements, Bengaluru	Negotiations in Public Placemaking: Opportunities in Urban Leadership	September 23, 2024 to September 27, 2024
6.	O.P. Jindal Global University, Haryana	Enhancing Legal Acumen: Executive Education in Law for Civil Servants	October 7, 2024 to October 11, 2024
7.	Dr. MCR Human Resource Development Institute of Telangana, Hyderabad	Capacity Building on Smart Cities and Urban Transformation	October 14, 2024 to October 18, 2024
8.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Municipal Finance for Urban Administrators	November 11, 2024 to November 15, 2024
9.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Transportation, Logistics and Multi Modal Integration	November 18, 2024 to November 22, 2024
10	IC Centre for Governance, New Delhi	Ethics in Public Service	November 18, 2024 to November 22, 2024

11.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Financial Inclusion and Credit Growth for Development	November 25, 2024 to November 29, 2024
12.	Nani Palkhivala Arbitration Centre, Chennai	The Theory and Practice of Dispute Resolution	December 2, 2024 to December 6, 2024
13.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Yielding demographic divided through skill mission	December 2, 2024 to December 6, 2024
14.	Institute of Management in Government, Thiruvananthapuram	Leadership, Innovations in Public Service, Public Policy (Citizen Centric Formulation/ Implementation)	December 9, 2024 to December 13, 2024
15.	Housing and Urban Development Corporation Limited, New Delhi	Urban Development in India: Cities of Tomorrow- Smart, Equitable, Sustainable and Resilient	December 16, 2024 to December 20, 2024
16.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Building Infrastructure for Viksit Bharat	December 16, 2024 to December 20, 2024
17.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Administration, Challenges and opportunities in electricity distribution companies	January 6, 2025 to January 10, 2025
18.	NALSAR University of Law, Hyderabad	International Trade and Investment Law	January 6, 2025 to January 10, 2025
19.	Isha Foundation, Coimbatore	Inner Engineering Leadership Programme	January 20, 2025 to January 24, 2025
20.	Art of Living, Bengaluru	Building Competencies for Personal Excellence	January 20, 2025 to January 24, 2025

21.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Governance in Forest and Tribal areas	January 20, 2025 to January 24, 2025
22.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Project and Contract Management for Civil Servants	January 27, 2025 to January 31, 2025
23.	Environment protection training & Research Institute, Hyderabad	Environment Impact Assessment (Development Project)	February 10, 2025 to February 14, 2025
24.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Municipal Governance for Administrators – 1 Municipal Governance for Administrators – 2	February 10, 2025 to February 14, 2025
25.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Generating inclusive growth: Role of MSME	February 17, 2025 to February 21, 2025
26.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Energy Sector: Challenges and Response to Energy Management and adoption of renewables to meet sustainable goals in India	February 24, 2025 to February 28, 2025
27.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Land Governance: Issues, Challenges and Technological Interventions	March 3, 2025 to March 7, 2025
28.	Tata Institute of Social Science, Mumbai	Social Policy and Governance	March 24, 2025 to March 28, 2025
29.	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Rural Development: Saturation Approach of Government Programmes	March 24, 2025 to March 28, 2025

IST Training Calendar (Online mode) for the year 2024-25

S. No.	Name of the Institutes	Programmes offered	
1	**Arun Jaitley National Institute of Financial Management, Faridabad**	Financial Markets Regulation	September 2, 2024 to September 6, 2024
2	**Administrative Staff College of India, Hyderabad**	Cyber Crimes and Cybersecurity	September 9, 2024 to September 13, 2024

Annexure 2: General Guidelines/Instructions/Information for In-Service Training Program 2024-25

The following general guidelines/instructions/information are in reference to One-Week In-Service Training Programs (Offline/Physical) and 3-5 day Online In-Service Training Program for the year 2024-25 for AIS (IAS, IPS & IFoS) Officers, Officers working under the Central Staffing Scheme and Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) Officers (of the level of DS/Sr. PPS and above).

2. **Eligibility:**

All India Service (AIS) (IAS, IPS and IFoS) Officers with minimum 4 years of service as on April 1, 2024 (upto 2019 batch) and up to the rank of Secretary to the Government of India/Chief Secretary and equivalent, **Group 'A' Officers working under the Central Staffing Scheme** in the Government of India and **Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS)** (Of the level of DS/Sr. PPS and above) are eligible to attend the aforesaid training programs.

3. All the training programs (Offline/Physical Mode) are **residential** in nature. Accommodation facilities shall be provided to the participants by the training institutes who are organizing the training program. **The concerned training institute will provide accommodation only for duration of course (i.e. 5 day)**. If, any officers stay beyond five days, they may claim TA/DA by their respective Department/ Ministry/ State Government/ Cadre controlling authority, subject to admissibility.

4. The 3-5-day Online Training Programs shall be attended through virtual mode. **The officers attending the online training program shall be spared exclusively for the same**.

5. The eligible officers are required to enroll for In-Service Training Programs through https://igotkarmayogi.gov.in only. A step-by-step tutorial for enrolling for the In-Service Training programs is given below.

6. The Officers, who are due for retirement, may not be sponsored for the training program scheduled in the month in which they are due to retire.

7. The Officers posted abroad are exempted from participation in the program and their applications shall not be considered.

8. **The Officers shall not be allowed to apply or change options, if, less than 15 days remains for the commencement of the respective program**. If the Officers want to change their options in case of emergency, they have to separately send a request to meena.rajesh13@nic.in.

9. **The Officers shall not apply for the training program which they had already attended during the last three years (i.e. 2020-21, 2021-22 2022-23)**. Preference will be given to the officers who have not participated in training program during the past years. However, other officers will be nominated depending upon the availability of slots.

10. The ideal size of the batch will be 15 and not more than 50 participants will be allowed in a program. In case large number of nominations are received for a particular program, additional batches shall be formed on need basis.

11. **The Officers shall attend only one In-Service Training Programme either Physical OR Online during the financial year 2024-25**.

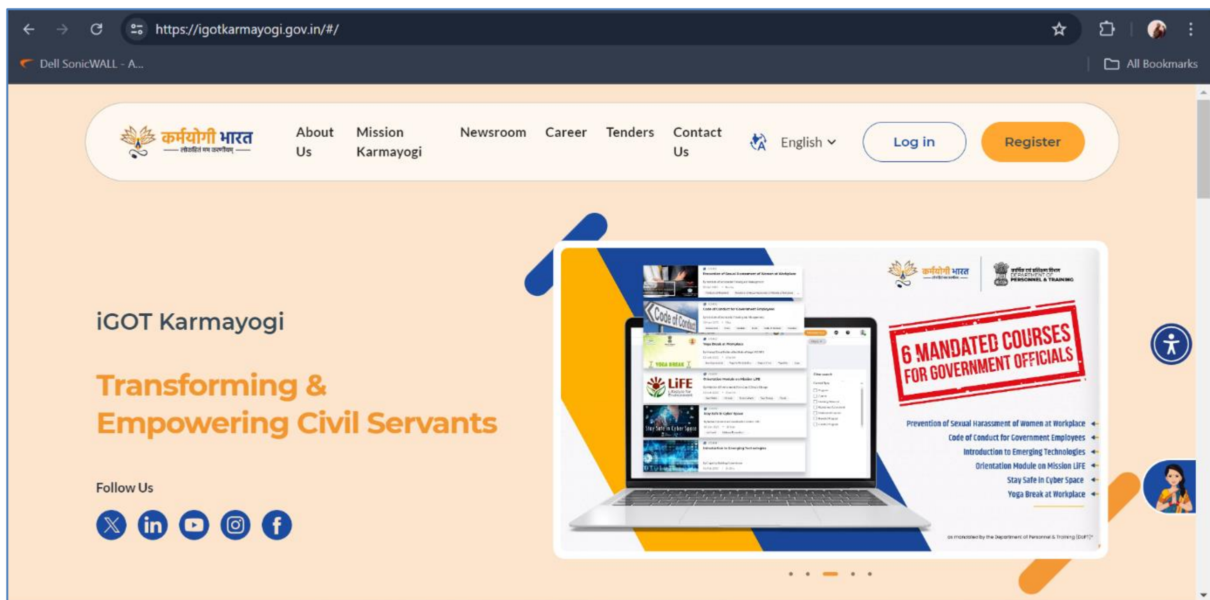
Step-by-Step tutorial for enrolling for the Karma Program (In-Service Training 2024-25) by DoPT

Step 1

- Open Your Browser: Launch your preferred web browser (e.g., Microsoft Edge, Google Chrome etc.,).

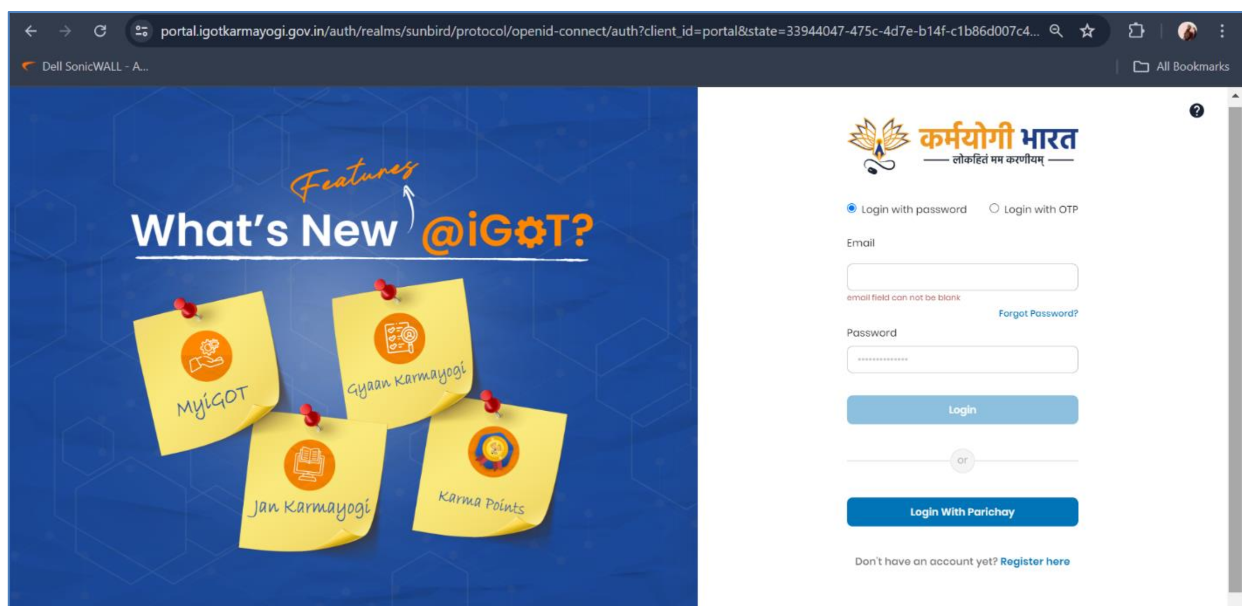
Step 2

- Visit the iGOT Karmayogi Website by typing https://igotkarmayogi.gov.in on the address bar.



Step 3

- On the top right corner of the homepage, you will see two options: -



- Option 1- **Login with password**

- Enter Your Credentials: Your registered email address.
- Enter your password and press login button.

➢ Option 2-**Login with OTP**

- Enter your registered mobile number and request for OTP
- Enter the OTP and press login button.

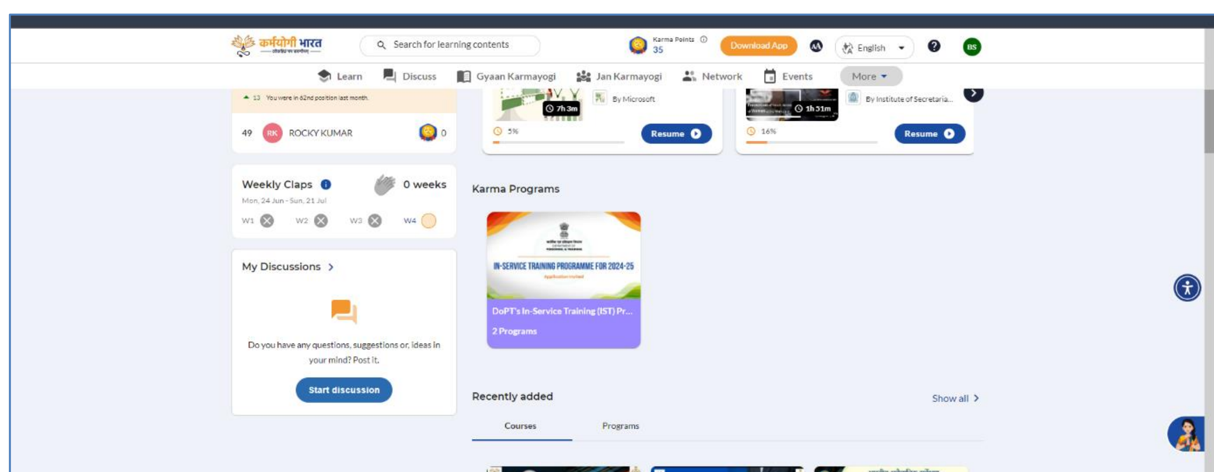
➢ Alternatively, you can use the "Login with Parichay" option with your government email ID.

➢ Once logged in, you will land on the **'My iGOT'** dashboard

Note: If you have not registered yet, you will have to register first by clicking on the **'register here'** option. Please note that self-registration on iGOT is available for any user with Government/NIC email ID.

<u>Step 4</u>

➢ On the '**My iGOT**' dashboard, scroll down and look for the tile named as **"Karma Programs"** (Please refer to the screenshot below)



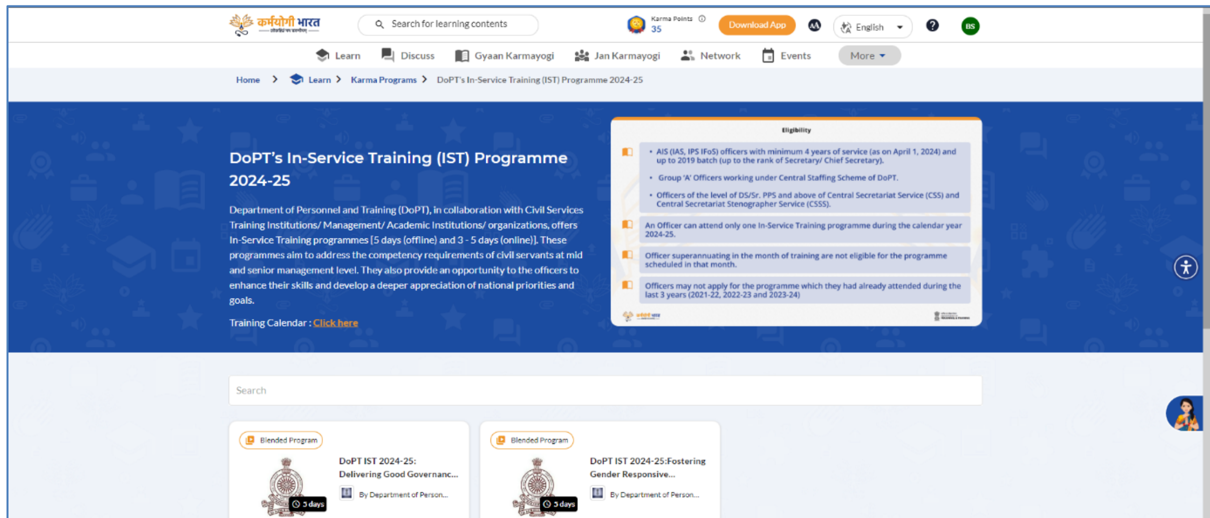
➢ Click on the **Karma Program** tile to proceed.

➢ On the left-hand side of the page, details of the DoPT's In-Service **Training (IST) Programme** for the year 2024-25 will be available.

➢ Look for the '**Training Calendar'** option within the IST Programme description.

➢ Click on '**Click here**' option and you will see a PDF file of the IST Training Calendar for 2024-25.

➢ Download the file if you need to keep a copy.



➢ On the right-side banner, you'll find the eligibility criteria for participating in the program.

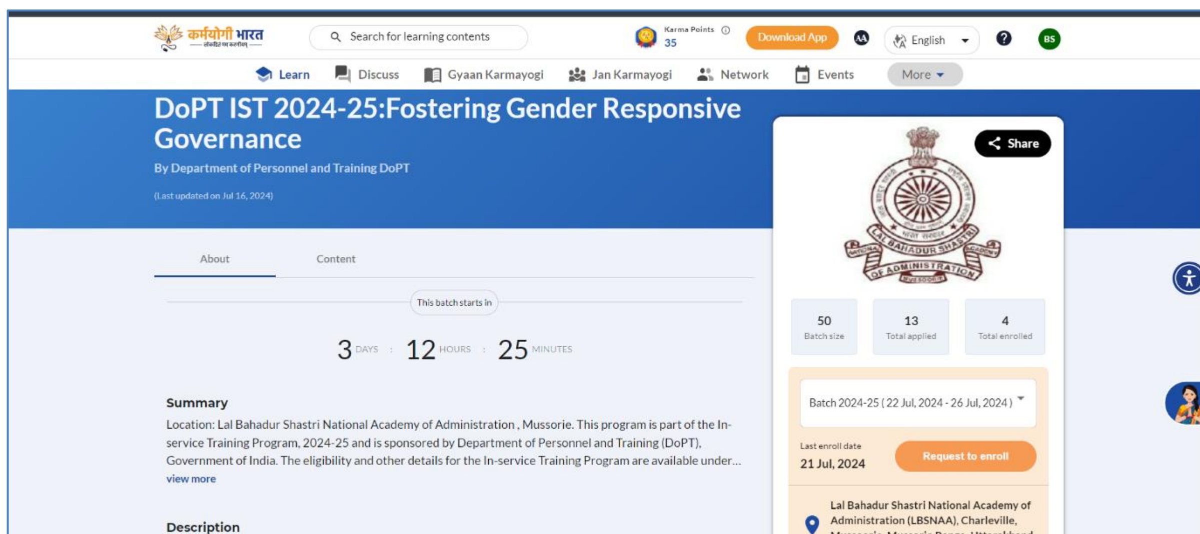
➢ Scroll down further on the page.

- You'll come across a search bar where you can type in specific keywords or phrases to search for a particular In-Service Training Program.
- Below the search bar, you'll find a list of blended (In-Service) programs as tiles.
- Click on the respective tiles to view further information about the program including the date/place/institute offering the program etc.,

Step 5

- Once you enter/select the program of your choice, you will land on the page with program details and registration information.
- Below the program name header (in blue colour), two categories are given:
  - **About** section: Contains the summary, description, and competencies tagged with the program and the '**Start Discussion'** button (clicking on which you can start a conversation on the program with batchmates)

2. **Content** section:



  - Indicates whether the program is self-paced or instructor led.
  - Provides a brief program overview.

- On the right-hand side banner,
  - You will see the logo of the institution providing the course.
  - In the right-hand corner of the sidebar, there's an option to share the program with fellow users

- In the three boxes below the logo, you will find
  - **Batch size** – The maximum number of participants viz., 50 fixed for the programme.
  - **Total applied** – The number of applicants who had clicked request to enrol button (orange) and had successfully submitted the application form thereafter.
  - **Total enrolled** – The number of applicants who had been approved by DoPT to participate in the program.

- Scroll down further for
  - Further program details.

- Address of the institution.
- Name of the provider.

Step 6

- On the same page, locate the drop-down menu (**below the logo of the institution on the left side banner**) to select your batch
- Click **'Request to enrol (Orange Button)' (refer to the images below)**
- An application form will pop up once you click on the request to enrol button.
- **Fill in all the fields of the form without which you would not be able to submit the application**.
- The last field (Sl. No. 15) requires the user to give the preference number for the In-Service Training programme for the particular calendar year. For example, if you want to give a particular programme as your first choice, please specify as 1.
- **All users are requested to submit up to 3 In-Service Training preferences in a calendar year**.
- **Officers are requested to ensure that they do not give the same preference number to one or more programs, failing which DoPT shall nominate them according to availability of slots**.
- The officers would be nominated to programs based on their preferences, subject to other eligibility conditions.
- Click on the '**Submit'** button to submit your application.
- Your enrolment process for the Karma program is now complete.
- An automatic email will be sent to you, informing about the confirmation of your enrolment to a particular program. Additionally, DoPT may send confirmation of the enrolment to your Ministry/Department/State Government.

Please Note:

- In all landing pages, you will find a **'Question mark'** icon on the upper right corner, where you can raise Your Concern.
- On the left side of the page, you will find the **Accessibility menu icon**
- To avail features to make the page view easier and more convenient.
- For FAQ, click on the FAQ chatbot.
- For any technical support in the registration process, please connect with the SPV-Karmayogi Bharat technical team through the following link: - https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_M2Y3ZDE2ZDMtMWQwYS00OWQzLWE3NDctNDRkNTdjOGI4Yzll%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%252240cfb65c-9b71-435f-8bc2-bc2c69df1aca%2522%252c%2522Oid%2522%253a%2522cbd37bc9-5c33-401f-b590-9decb3c370f8%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=24d61c48-28c9-4e38-8294-f92918ff63c6&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true
- For any other query related to enrolment of In-Service Training program, please feel free to contact our officers in DoPT/Training Wing: - Shri. Rajesh Meena, Section Officer, DoPT (Phone: 011-26706347/Email: meena.rajesh13@nic.in), Ms. Amita Singla, Consultant, Project Management Unit, Mission Karmayogi, DoPT (Phone: 9871014825/Email: amita.singla@govcontractor.in)

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F. No. T-22012/8/2024-IST/IIPA
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: August 5th, 2024

To,

{To be uploaded on DoPT's Website for information of All India Service (IAS, IPS & IFoS), Officers working under the Central Staffing Scheme in the Govt of India and Officers of Central Secretariat Service (CSS)/ Central Secretariat Stenographer Service (CSSS) [Officers of the level of DS/Sr. PPS and above] and also Ministries/Departments of Govt of India and State Governments and Union Territories.}
[DoPT OM No. T-22012/8/2024-IST/IIPA) dated July 23, 2024 refers.]

Sub: One Week In-service Training Programmes for the year 2024-25- re-scheduling of the program.

It is hereby informed that the following In-Service Training Programmes has now been rescheduled: -

S.No.	Name of the Institutes	Programme	Revised Dates
1.	Arun Jaitley National Institute of Financial Management, Faridabad	Infrastructure Financing	February 17, 2025 to February 21, 2025
2.	Dr. R.S. Tolia Uttarakhand Academy of Administration	Sustainable Mountainous Solutions in Mountainous Regions: The Way Forward	October 21, 2024 to October 25, 2024
3.	Administrative Staff College of India, Hyderabad	Land Acquisition, Resettlement & Rehabilitation: Avoiding costly mistakes	November 25, 2024 to November 29, 2024

(Deshraj Yadav)
Under Secretary to the Government of India
Telephone: 011-26194167